

## Access to E-Learning/QuickKnowledge Courses

The Department of Licensing and Regulatory Affairs requires **ALL** employees to complete the *Discriminatory Harassment in the Workplace* Training during orientation. This training will help employees to: identify discriminatory harassment behaviors, explain to them the reporting process, and provide ways to help stop the behavior. Additionally, managers will be advised of management's responsibilities regarding discriminatory harassment behaviors and how to handle investigations of discriminatory harassment complaints.

The e-learning/QuickKnowledge courses are available via the Civil Service Training and Development website. This site will allow you to access the training from any computer with internet access at your convenience. If you are unable to complete the entire course (approximately 35 minutes) in one session, you do have the option to stop and resume the review at another time. Course names and instructions on how to access the website training program are listed below.

### **Courses:**

**For Employees:** Employees must complete the e-learning/QuickKnowledge Course, *Discriminatory Harassment: Promoting a Respectful Workplace for Employees*. In addition, employees must review [Civil Service Regulation 1.03](#) and [LARA Policy G-08](#). The course and review must be completed by all employees (not supervisors or managers).

**For Managers and Supervisors:** Managers and Supervisors must complete the e-learning/QuickKnowledge course, *Discriminatory Harassment: Promoting a Respectful Workplace for Managers*. In addition, managers must also review [Civil Service Regulation 1.03](#) and [LARA Policy G-08](#). The course and review must be completed by all managers and supervisors.

### **Directions:**

- 1) Access the Civil Service internet home page: <http://www.michigan.gov/mdcs>
- 2) Locate and click on the following links: "Employees" button
- 3) Next click on the "HR Training and Development" link
- 4) Followed by the "Courses"
- 5) Then, the "QuickKnowledge/e-Learning – Free online courses" is located on the right side of the page.
- 6) If this is your first time in the e-learning system, click on the "Register" link located on the left side of the page, complete the registration information and enter the LARA QuicKey – SOMI0783 – and then click on the "Submit" button
- 7) If you have accessed e-learning before, enter your email address and password you set up previously (passwords are case sensitive)

- 8) Click on the course name
- 9) Complete the entire course. Note that all underlined and colored text in the course material is a link to additional information; make sure you click on each link and read the supporting information as you go through the course.
- 10) Print the "Certificate of Completion" at the end of the training module. Sign the certificate of completion under the date line.
- 11) Provide the printed and signed "Certificate of Completion" form to your HR liaison. The HR liaison will submit the forms to the office of Human Resources.

All employees are subject to the provisions of [Civil Service Regulation 1.03](#) (Investigating Reports of Discriminatory Harassment), which can be obtained from the Civil Service website (<http://www.michigan.gov/mdcs>); click on the Rules & Regulations link on the left side of the page, click the Regulations link, then the Chapter 1 link. Additionally, LARA employees are subject to the provisions of [LARA Policy G-08](#) (Discriminatory Harassment Policy & Work Rule) which provides information on how to report discriminatory harassment. The policy is always available from the LARA intranet home page by clicking on the "HR Policies and Procedures" quick link under the "One Click Information Resources" section located on the right side of the page.

Thank you in advance for your cooperation in completing this required training and reviewing the relevant Civil Service Regulation and LARA policy.

If you have any questions or any issues accessing the training module, please contact the Office of Human Resources at (517) 373-4769.